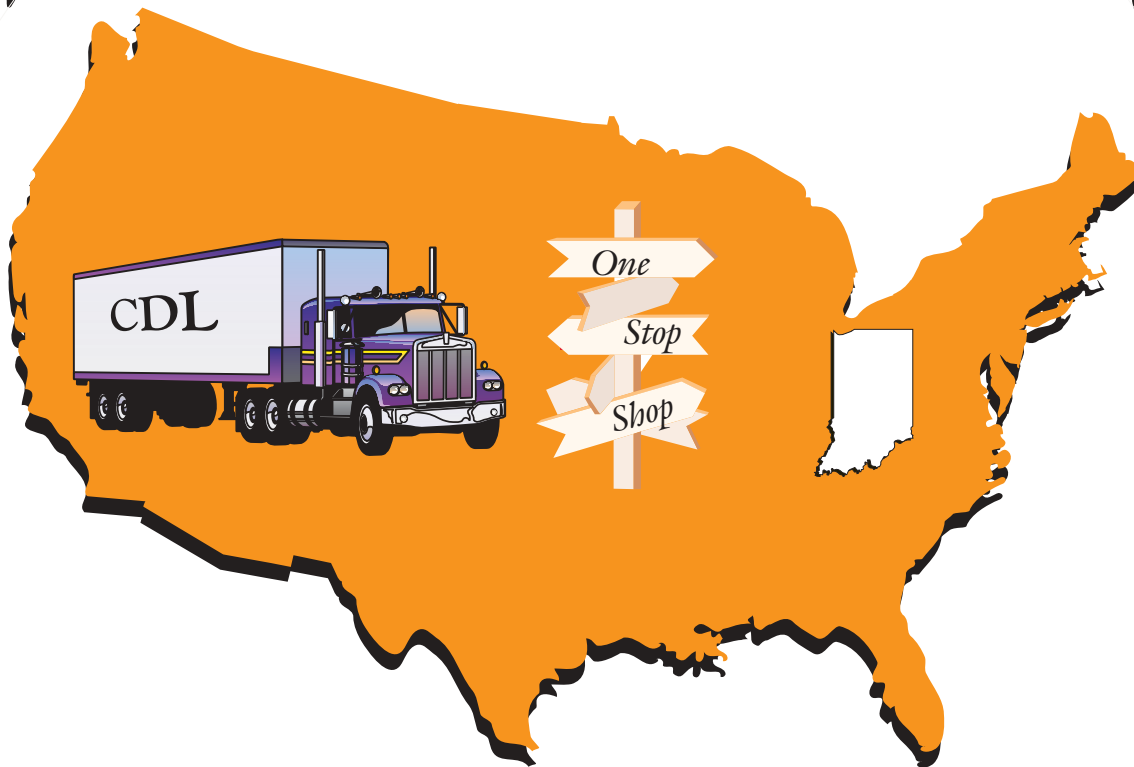


# Crossroads of America



*All Roads Lead to One Stop*

*CDL Skills Test Booklet*

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**TO MAKE AN APPOINTMENT FOR A SKILLS TEST, PLEASE OBTAIN A LISTING OF THE CDL THIRD PARTY TEST SITES AT ANY INDIANA LICENSE BRANCH.**

On April 1, 1992, all drivers of Commercial Motor Vehicles must have a CDL License. To get a CDL, you must pass knowledge and skills tests. This manual will help you to pass the skills test. There are three types of CDL skills tests; the pre-trip inspection test, the basic control skills test, and the road test. These are described in this manual. You must take these tests in the type of vehicle you wish to be licensed for. Please arrive a few minutes early for your skills test, you will be required to fill out and sign the “Application for CDL Driver Skills Examination” form and the examiner will give you the general instructions before starting the skills test.

### **PRE-TRIP INSPECTION**

**Purpose.** To see if you know whether the vehicle is safe to drive.

**Test Procedure.** You will be asked to do a pre-trip inspection on your vehicle and to explain to the examiner what you would inspect and why. The examiner will mark on a scoring form each item that you correctly inspect or explain. This manual tells you what you need to inspect.

### **BASIC CONTROL SKILLS TEST**

**Purpose.** To evaluate your basic skills in controlling the vehicle.

**Set-up.** The test set-up consists of various exercises marked out by lines, traffic cones, or something similar. The exercises may include moving the vehicle forward, backing, and turning maneuvers.

The examiner will explain to you how each exercise is to be done. You will be scored on how well you stay within the exercise boundaries and how many pullups you make.

### **ROAD TEST**

**Purpose.** To evaluate your ability to drive safely in a variety of on-the-road situations.

**Test Procedures.** The test drive is taken over a route specified by the examiner. It will include left and right turns, intersections, railway crossings, curves, up and down grades, rural or semi-rural roads, city multi-lane streets, and expressway driving.

You will drive over the test route following instructions given by the examiner. The examiner will score specific tasks such as turns, merging into traffic, lane changes, and speed control, at specific places along the route. The examiner will also score whether you correctly do tasks such as signaling, searching for hazards, controlling speed, and lane positioning.

**DRIVER INSTRUCTIONS:** These are the general instructions the examiner will read to you at the beginning of the test.

“The testing session will consist of three parts; a vehicle inspection test, a basic control skills test, and a road test. For the vehicle inspection test, I will ask you to do a thorough inspection of your vehicle. For the basic control skills test, I will have you do several backing and parking exercises. For the road test, we will go out on the road for a trip that will take 30 to 45 minutes.”

“At all times during this test, when you are behind the wheel, you are in charge of the vehicle. I will never intentionally tell you to do something that might be unsafe.”

“I will give you directions as we go along. Ask me to explain if you do not understand a direction, or if you have any questions.”

# Section 1

## *Vehicle Inspection Test*

### **Purpose of the Vehicle Inspection Test**

To successfully pass your skills test, you will need to conduct a pre-trip inspection on the vehicle you will be driving. The purpose of this inspection is to make sure the vehicle is safe to operate, and to see if you have the knowledge and skills to inspect your vehicle. The examiner will mark on a grading form each item that was inspected correctly. You must have inspected at least 80 percent of the total items on your vehicle to pass the Vehicle Inspection Test.

The material in this section will help you pass your Vehicle Inspection Test.

---

### **General Instructions**

#### **DRIVER INSTRUCTIONS:**

This is what the examiner will tell you to do; “For the vehicle inspection, please conduct a thorough inspection of the vehicle. Each axle must be inspected separately. You may use the Vehicle Inspection Memory Aid if you want to. **IF YOU FAIL THE AIR BRAKE CHECK, IT WILL BE AN AUTOMATIC FAILURE.**”

NOTE: IF YOUR VEHICLE IS EQUIPPED WITH HYDRAULIC BRAKES. If the vehicle has hydraulic brakes you must know how to inspect them. The procedure is as follows; pump the brake pedal three times, then apply firm pressure and hold for five seconds. The pedal should not move. If it does, there may be a leak or other problem.

“As you do the inspection, point to or touch the things you are inspecting, and explain what you are looking for.”

“Start by inspecting the engine compartment, and tell me when you have completed the engine compartment. Then start the engine. After you have done the start-up checks, turn off the engine and do the rest of the inspection. Only one side is necessary. If anything on the opposite side needs inspecting, describe what you would do. Do you have any questions? Go ahead whenever you are ready.”

### **Safety Rules**

The following rules should be observed when doing the inspection:

1. Always keep the examiner in sight. Make sure you stay where the examiner can always see and hear you.
2. Never get under the truck, in front of it, or behind it if there is any chance the truck may move.
3. Be careful when you point to items in the engine compartment. You do not have to make contact with the parts you are inspecting.
4. Use care getting in and out of the truck. Your mind may be on the test or the examiner, so watch your step.
5. You are responsible for your own safety while you do the inspection. Do not rely on others to warn you. The examiner may not see a hazard in time to warn you. **SAFETY FIRST!!!**

This is a review of the inspection procedures.

1. The examiner provides the instructions.
2. Begin the inspection when you are ready. Follow these steps:
  - A. Inspect front of vehicle
  - B. Under the hood engine inspection
  - C. Inspect driver's side of vehicle including rear.
  - D. Perform in-cab vehicle inspection
3. As you inspect each item:
  - A. Point to the item.
  - B. Say the name of the item you are inspecting.
  - C. Tell the examiner what you are looking for.
  - D. Tell the examiner what you find.

---

**Memory Aids**

You can use a Memory Aid during the inspection test provided there is no writing on it. There are two different aids, one for a tractor-trailer and one for a straight truck/bus. See pages 9 and 10 for memory aids

---

**4-Point Air Brake Check**

If you want to drive a truck or bus with air brakes, or pull a trailer with air brakes, you need to read, study and practice the 4 - Point Air Brake Check. You will be required to physically demonstrate and verbally explain each of the four points. If you fail any part of the air brake check, this will result in an automatic failure ending your skills test. You will be required to reschedule when you are ready to take the skills test again. You are responsible for the skills test fee and if applicable the truck rental fee.

# 4 - POINT AIR BRAKE CHECK

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## STEP 1

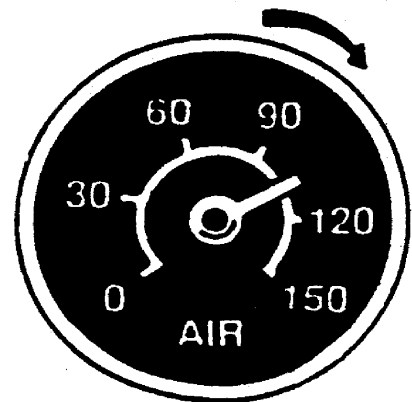
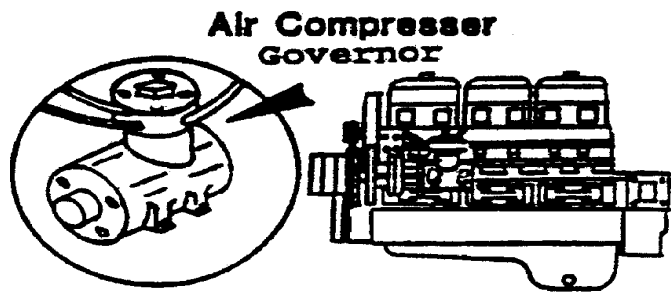
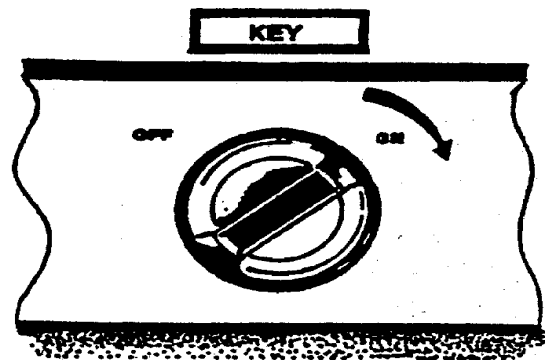
With the engine  
running, you let the  
air pressure build

and

check that the air  
compressor governor  
cuts out

between

100 - 125 PSI.



**NOTE:** IF THE GOVERNOR DOES NOT CUT OUT  
BETWEEN 100-125 PSI. THE AIR COMPRESSOR WILL KEEP  
PUMPING AIR AND BLOW OUT AN AIR TANK OR LINES.

## STEP 2

Turn engine off,  
turn key back on  
so gauges work

and

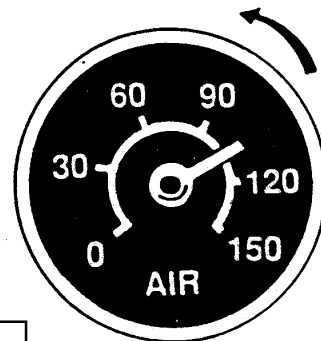
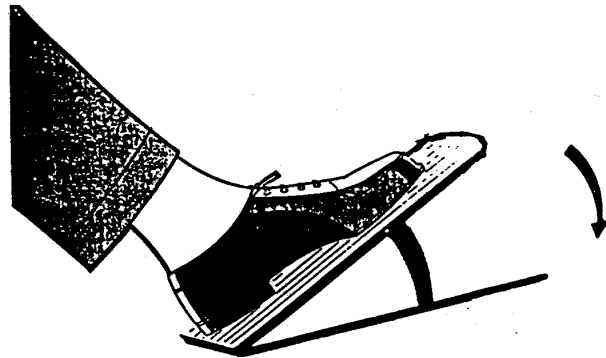
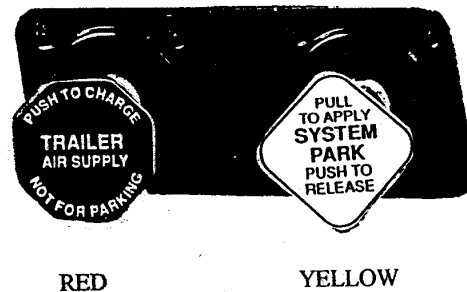
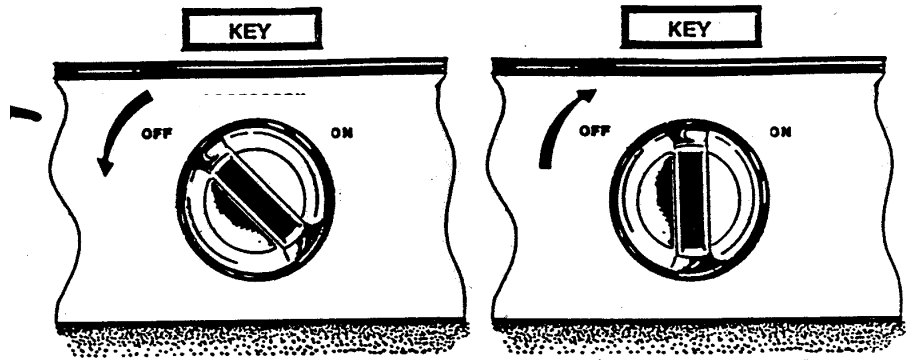
release brakes  
(push in) both valves

then

fully apply the foot  
brake, hold to see if the  
air pressure drops.

No more than 3 PSI  
in one minute for a  
(single vehicle), or no  
more than 4 PSI drop  
for a (combination unit).

**NOTE:** AFTER FULLY APPLYING THE BRAKE IF THE AIR PRESSURE DROPS MORE THAN 3 PSI (SINGLE UNIT) OR 4 PSI (COMBINATION UNIT) YOU HAVE AN UNSAFE AIR LEAK IN THE SYSTEM.



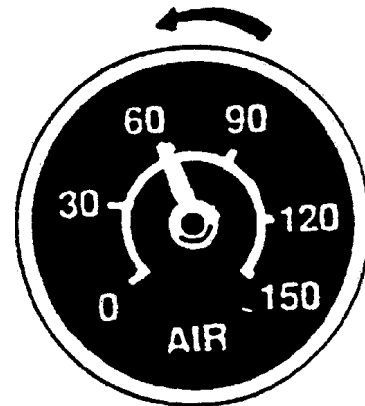
## STEP 3

Fan off air pressure  
by pumping the foot  
brake

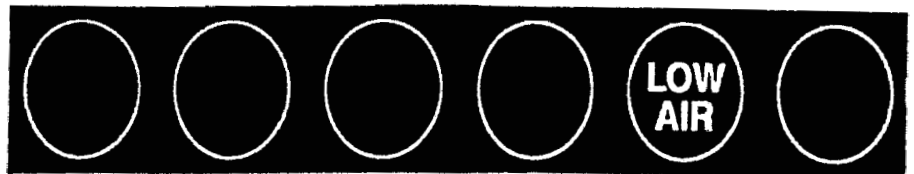


to approximately  
60 PSI

and



check that the  
low air pressure  
warning alarm  
activates.

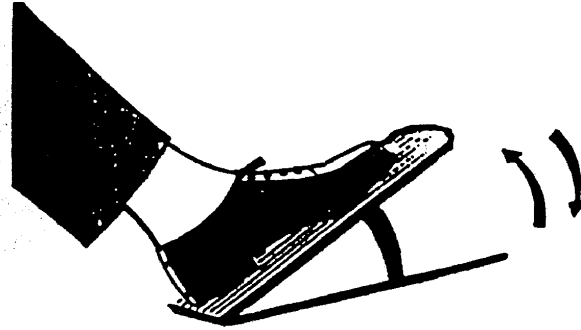


**NOTE:** YOUR LOW AIR PRESSURE WARNING LIGHT AND ALARM SHOULD ACTIVATE AT APPROXIMATELY 60 PSI. THIS ALARM IS A WARNING THAT YOUR SYSTEM HAS A MAJOR LEAK AND IS LOSING AIR.

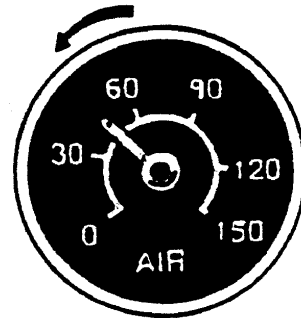


## STEP 4

Continue to fan  
off the air  
pressure

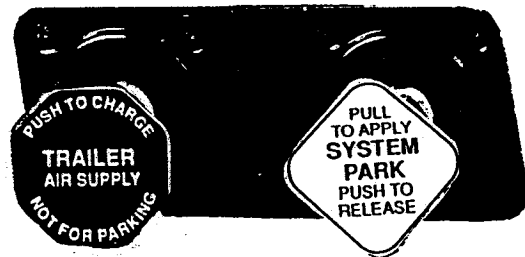


to approximately  
40 PSI



and check

that both the tractor  
protection valves  
(parking brake)  
pops out.



RED

YELLOW

NOTE: YOUR TRACTOR PROTECTION VALVE ON A (COMBINATION UNIT) OR PARKING BRAKE ON A (SINGLE UNIT) SHOULD POP OUT AT APPROXIMATELY 40 PSI. INSURING THAT YOUR VEHICLE WILL COME TO A STOP IF A LOSS OF AIR OCCURS.

**IF YOU FAIL ANY PART OF THE AIR BRAKE  
CHECK, IT WILL BE AN AUTOMATIC FAILURE.**

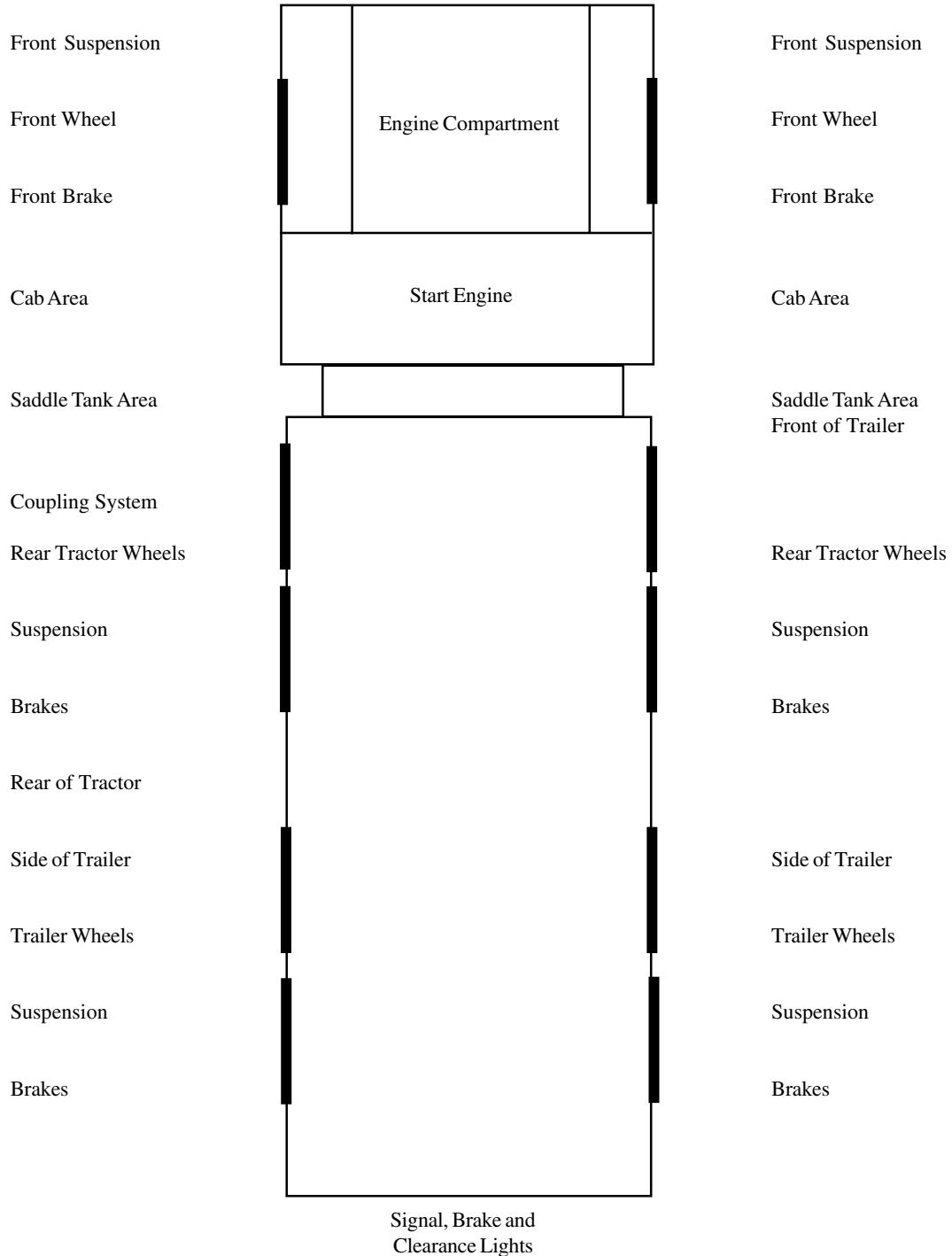
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**Vehicle Inspection Guide  
(Key Locations to Inspect)**

*Vehicle Inspection Test*

**Front of Vehicle**

Headlights, Signals &  
Clearance Lights

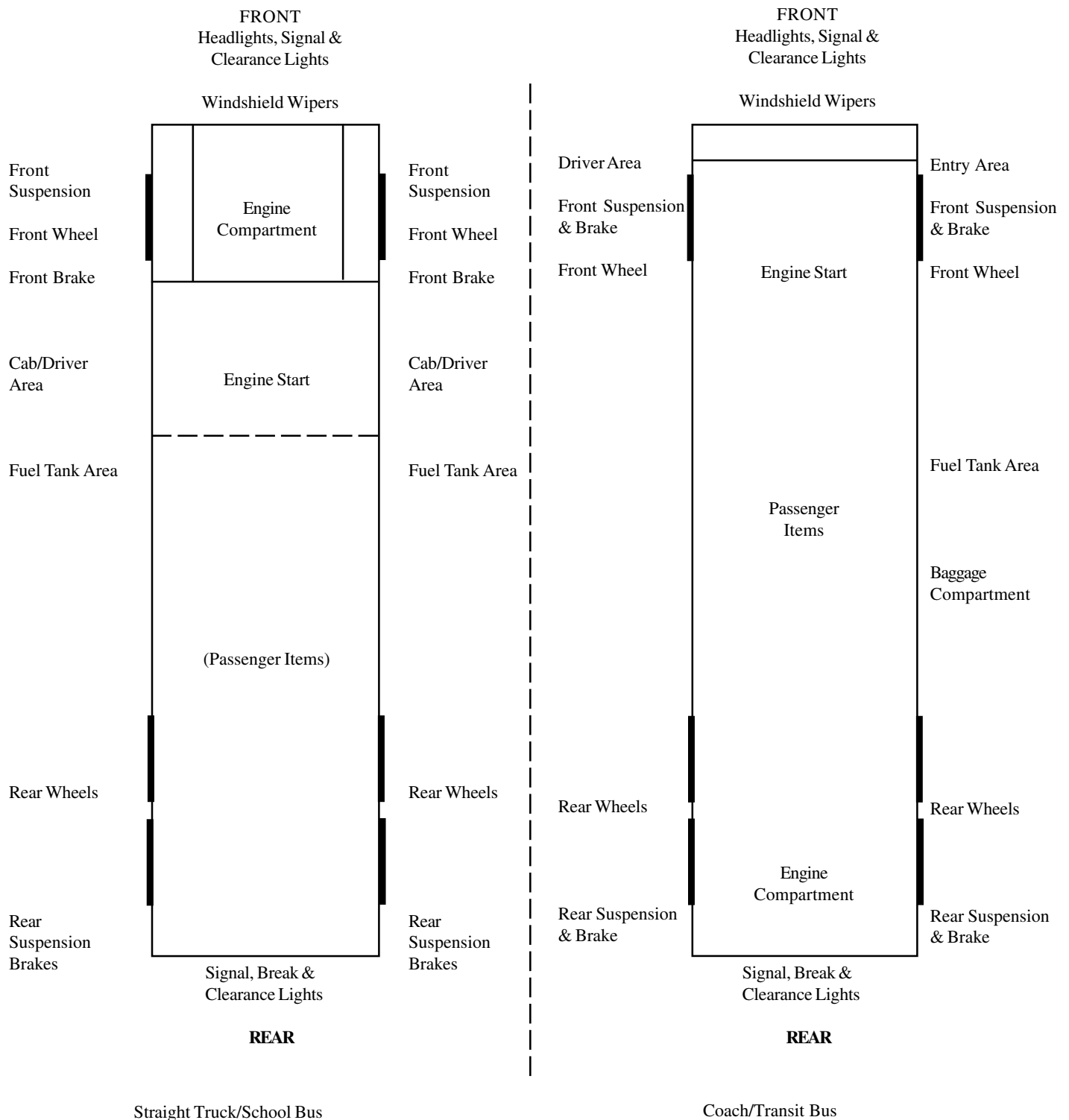


**REAR OF TRAILER**

Tractor - Trailer

Safety Note: If you are parked on a street, walk around so you are facing the oncoming traffic. Pay attention so you don't get run over.

**Vehicle Inspection Guide  
(Key Locations To Inspect)**

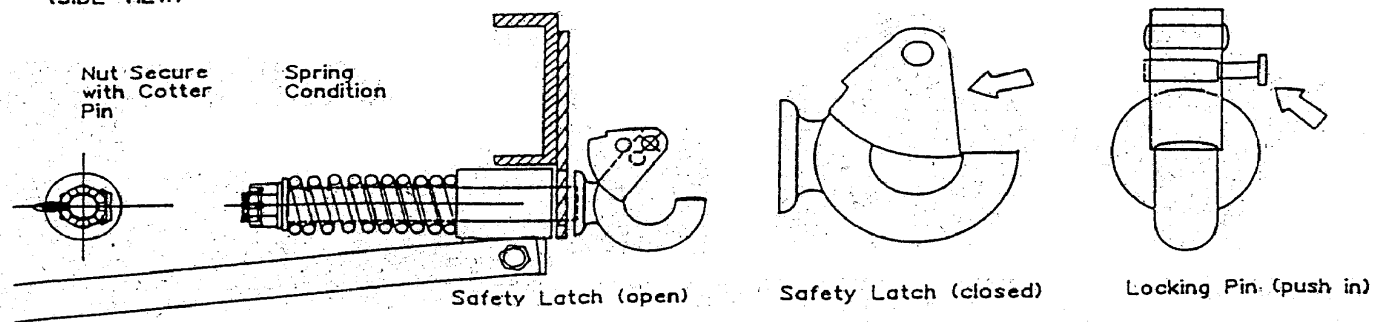


**Safety Note:** Always put vehicle key in your pocket  
- or someone might move the vehicle while you are  
checking underneath it.

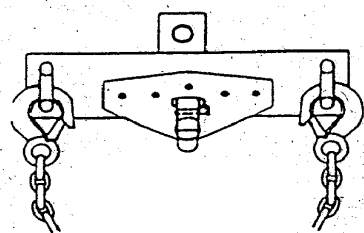
# TRUCK/TRAILER CONNECTION

## PINTLE HOOK ASSEMBLY

(SIDE VIEW)

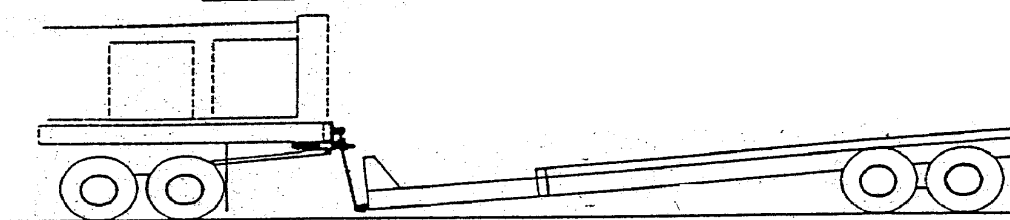


TRUCK (REAR VIEW)



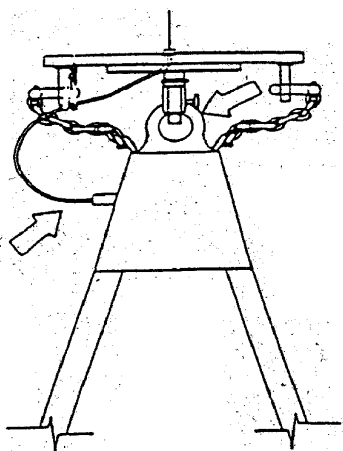
- Hook Condition
- Safety Latch (closed)
- Chain Condition
- Chain Length

## SAFETY CHAINS

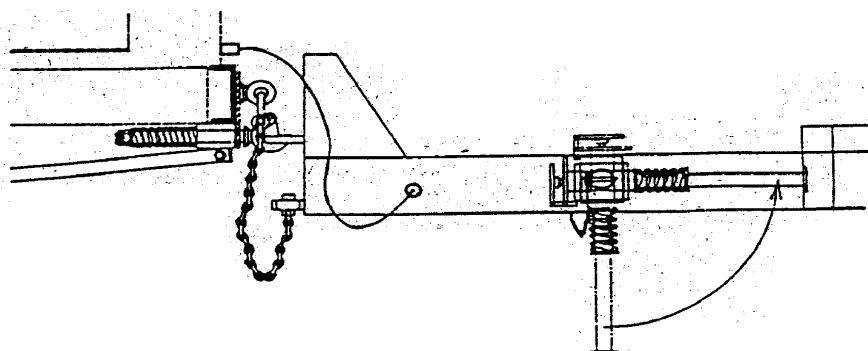


Safety chains must be capable of holding the trailer tongue off the ground in the event of truck/trailer separation.

## COMPLETED COUPLING



Pintle Eye Condition  
Electric Brake Cable



## FINAL CHECK

- Pintle Eye in hook
- Safety Latch Closed
- Locking Pin (pushed in)
- Chains Connected
- Electric Brake Cable Connected
- Jack Stand in Travel Position and Locking Pin in Place
- Load and Tie-Downs Secured

## Pintle Hook Scoring Standards

- safety chains ☐
- safety pins ☐
- disconnect wire ☐
- battery/switch ☐
- trailer tongue/bolts ☐
- hooks/bolts ☐

## Final Check

- Pintle Eye in hook
- Safety Latch Closed
- Locking Pin (pushed in)
- Chains Connected
- Electric Brake Cable Connected
- Jack Stand in Travel Position and Locking Pin in Place
- Load and Tie-Downs Secured

## **INSPECTION ITEMS SCORING STANDARDS**

### **AIR BRAKE CHECK (4 point)**

**Description:** The procedure the driver uses to check the air brake system.

**Scoring Standard:** The driver performs the air brake system check in the following manner:

- STEP (1) Let air pressure build and check that the governor cuts out between 100-125 psi.
- STEP (2) Turn engine off, turn key back on so gauges work and release all brake valves. Fully apply the foot brake to see if the air pressure drops more than 3 pounds in one minute for a (single vehicle), or no more than 4 pounds drop in one minute (combination unit).
- STEP (3) Fan off the air pressure by pumping the foot brake to see if the low air pressure warning alarm activates at approximately 60 psi.
- STEP (4) Continue to fan off the air pressure. At approximately 40 pounds pressure on a tractor trailer, the tractor protection valve should close (pop out). On other vehicle types, the spring brake push-pull valve should pop.

### **AIR COMPRESSOR/BELT/GEAR**

**Description:** Maintains air pressure in the air brake system.

**Scoring Standard:** With engine off, driver points to, touches, or presses belt to test that it is snug. Should note that the belt is not frayed, no visible cracks, loose fibers, or signs of wear. If belt appears worn and, if it deflects more than 1/2 to 3/4 of an inch slippage is probably excessive. Air compressor should be checked for securement and leakage.

### **AIR / ELECTRIC LINES**

**Description:** Carry air and electricity to trailer.

**Scoring Standard:** Driver checks that air hoses are not cut, cracked, chafed or worn (steel braid should not show through); listens for audible air leaks. Air and electrical lines are not tangled, crimped or pinched, or being dragged against tractor parts. Electrical line insulation is not cut, cracked, chafed or worn (no electric conductor showing through). None of the air or electrical lines are spliced or taped.

### **AIR/ELECTRICAL CONNECTORS**

**Description:** Connect air supplies and electrical power to trailer.

**Scoring Standard:** Driver checks that trailer air connectors are sealed and in good condition; checks that glad hands are locked in place, free of damage, and there are no audible air leaks. Checks that trailer electrical plug is firmly seated and locked in place.

### **AIR LEAK/LEVEL**

**Description:** Air brake and air suspension systems.

**Scoring Standard:** No audible air leaks from brake system, or from suspension system air bags.  
See that the vehicle is sitting level.

### **ALTERNATOR/ BELT**

**Description:** Drives the alternator or generator.

**Scoring Standard:** With the engine off, driver points to, touches, or presses belt to test that the belt is snug. Should also note that the belt is not frayed, no visible cracks, loose fibers, or signs of wear. Should push belt with hand; if deflects more than 1/2 to 3/4 of an inch slippage is probably excessive. Check alternator for securement and frayed wires.

### **AMMETER/VOLTMETER**

**Description:** Shows if alternator is functioning.

**Scoring Standard:** Driver checks that gauge shows alternator is charging; or warning light is off; needle will jump and flutter, then register "charge".

### **AXLE SEALS**

**Description:** Seals for axle/wheel assembly lubrication.

**Scoring Standard:** No cracks or distortions in wheel/axle mounting, and signs of leaking lubricants. Check both inner and outer seals.

### **BATTERY / BOX**

**Description:** Battery and Box or cage that holds battery in place.

**Scoring Standard:** Wherever located, sees that battery(ies) are secure, connections are tight, and cell caps are present.

Battery connections should not show signs of excessive corrosion.

Battery box and cover (or door) must be secure.

---

## *Vehicle Inspection Test*

### **CATWALK SECURE**

**Description:** Platform at rear of cab for driver to stand on when connecting or disconnecting trailer lines.

**Scoring Standard:** Catwalk is solid steps, securely bolted to tractor frame and clear of loose objects.

### **CHAMBER (Brake)**

**Description:** Converts air pressure to mechanical force to operate wheel brakes.

**Scoring Standard:** Not cracked or dented and securely mounted.

### **CLUTCH/GEARSHIFT**

**Description:** Disengages engine from drive train so vehicle won't move, and reduces load on starting motor.

**Scoring Standard:** Depresses clutch before turning on the starter; keeps depressed until engine reaches idling speed. On an automatic transmission, the selector should be in the neutral/park position.

### **COOLANT LEVEL**

**Description:** Cools the engine

**Scoring Standard:** Driver looks at sight glass of reservoir, or removes the radiator cap and looks to see the level. Adequate level will show in sight glass, or be visible in the radiator when the cap is removed.

**NOTE:** If engine is hot do not remove radiator cap.

### **DOORS SECURE (Bus Baggage)**

**Description:** Bus baggage compartment doors.

**Scoring Standard:** Baggage compartment doors closed securely.

### **DOORS, TIES SECURE, LIFTS**

**Description:** Ties, and chains, cables, ropes, cinches, or other devices used to secure cargo (usually on a flat bed trailer).

**Scoring Standard:** Doors not bent or broken; hinges secure; latches secure and fully closed. Driver checks that there are no loose ties hanging from the side of the trailer; and/or that all cargo is securely tied down.

## **DRIVE SHAFT**

**Description:** Transmits power from transmission to drive axle. Buses safety guard over drive shaft.

**Scoring Standard:** Shaft not bent or cracked; shaft couplings appear to be secure.

## **DRUM/ROTOR/BRAKE LINING**

**Description:** Brake shoes rub on inside of drum to slow vehicle down.

**Scoring Standard:** No cracks or dents or holes; no loose or missing bolts. Brake linings (where visible) not worn dangerously thin. No less than 1/4" thickness.

## **EXHAUST SYSTEM**

**Description:** External piping for conducting combustion gases from engine.

**Scoring Standard:** Outside visible parts are securely mounted; no cracks, holes, or severe dents.

## **FRAME (Truck/Trailer)**

**Description:** Structural members for supporting vehicle body or trailer platform over wheels.

**Scoring Standard:** No cracks or bends in longitudinal frame members, no loose, cracked, bent, broken or missing cross members. On truck box or trailer frame; no signs of breaks or holes in box or trailer floor.

## **FUEL TANK /LEAKS**

**Description:** Holds fuel.

**Scoring Standard:** Driver checks that tank is secure; caps are secure; no leaks from cap or under tank or damaged tank. Buses have tank guards.

## **HEADER BOARD**

**Description:** Prevents cargo from shifting forward and injuring driver when the vehicle abruptly stops.

**Scoring Standard:** If required, is securely mounted, free of damage and adequate to contain or hold cargo in the event of panic stop. Canvas or tarp carrier if so equipped is securely mounted and lashed down.



### **HEATER/DEFROSTER**

**Description:** Heats cab or passenger compartment, and prevents frost or condensation from forming on windshield.

**Scoring Standard:** Driver checks that heater/defroster is working.

### **HORN(s)**

**Description:** Air and/or electrical horns for warning other drivers or pedestrians.

**Scoring Standard:** Driver checks that electric and/or air horns work.

### **HOSES (Brakes)/LINES**

**Description:** Brake lines carry air or hydraulic fluid to the brake hose; brake hose supplies the brake assembly.

**Scoring Standard:** Driver checks for cracked, worn or frayed hoses; and for secure couplings. Check that hoses/lines can supply air or hydraulic fluid to brakes.

### **HUB OIL SEAL**

**Description:** Seals in lubrication for wheel hub.

**Scoring Standard:** Driver checks to see wheel hub oil seal not leaking; and, if sight glass present, that oil level is adequate.

### **HYDRAULIC BRAKE CHECK**

**Description:** Procedure to be followed to check hydraulic brakes.

**Scoring Standard:** Pumps the brake pedal three times, then holds it down for five seconds. The brake pedal should not move (depress) during the five seconds. The pedal should not move. If it does, there may be a leak or other problem.

### **KING PIN/APRON/GAP**

**Description:** Attaches trailer to tractor (king pin) and provides surface for resting trailer on fifth wheel.

**Scoring Standard:** Driver checks that king pin does not appear bent; that apron lies flat on fifth wheel skid plate; and that visible part of apron is not bent, cracked or broken. Check that the trailer is laying flat on the fifth wheel skid plate (no gap).

## **LANDING GEAR**

**Description:** Supports front end of trailer when trailer is not coupled to a trailer.

**Scoring Standard:** Driver checks that landing gear is fully raised, no missing parts, support frame not bent or damaged; crack handle is present and secured; if power operated no air or hydraulic leaks.

## **LEAKS (Engine Compartment) / HOSES**

**Description:** Fluid leaks from engine.

**Scoring Standard:** Driver checks for signs of fluid puddles or dripping fluids on the ground under the engine, or the underside of the engine. Inspects engine hoses for condition and leaks.

## **LIGHTING INDICATORS**

**Description:** Dashboard indicator lights for signals, flashers, and headlight high beam.

**Scoring Standard:** Driver checks that indicators illuminate when corresponding lights are turned on.

## **LIGHTS (Front)**

**Description:** Headlights, turn signals, clearance lights, and identification lights.

**Scoring Standard:** All lights illuminate and are clean. Headlights function on both high and low beams.

## **LIGHTS, REFLECTORS (Sides & Rear)**

**Description:** Lights and reflectors for showing vehicle clearances at night.

**Scoring Standard:** Driver checks that reflectors are clean; none are missing or broken; and they are of proper color (red on rear, amber elsewhere). Checks that rear running lights are clean, not broken, and are of proper color. Rear running lights must be checked separately from signal, flasher, license plate light and brake lights. (Bus check inside dome light).

## **LOCKING PINS (Fifth Wheel)**

**Description:** Hold the sliding fifth wheel in fixed position along slider rails.

**Scoring Standard:** Driver looks for loose or missing pins in the slide mechanism of sliding fifth wheels; if air powered - no air leaks. Checks that fifth wheel is not so far forward that tractor frame will strike landing gear during turns.

---

## *Vehicle Inspection Test*

### **LUG NUTS**

**Description:** Hold wheel on axle.

**Scoring Standard:** Driver checks that all lug nuts are present; checks that lug nuts are not loose (look for rust trails around nuts); no cracks radiating from lug bolt holes; nor distortion of the bolt holes.

### **MIRRORS**

**Description:** Side mirrors for rear view of traffic.

**Scoring Standard:** Driver checks for proper adjustment; not cracked or loose (fittings); visibility not impaired due to dirty mirrors.

### **MOUNTING BOLTS**

**Description:** Hold fifth wheel mount on tractor frame.

**Scoring Standard:** Driver looks for loose or missing mounting brackets, clamps, bolts, or nuts; both fifth wheel and slide mounting appear solidly attached in place.

### **OIL LEVEL**

**Description:** Dipstick used to measure amount of oil for engine lubrication.

**Scoring Standard:** With the engine stopped, driver uses dip stick to see where the oil level is relative to the full or refill mark.

### **OIL PRESSURE BUILDS**

**Description:** Ensure that engine oil pressure is adequate.

**Scoring Standard:** Driver checks that oil pressure is building to normal; the gauge shows increasing or normal oil pressure; or warning light goes off. Engine oil temperature gauge (if present) should be a gradual rise to normal operating range.

### **PARKING BRAKE (Hydraulic or Air)**

**Description:** Keeps vehicle from rolling when parked.

**Scoring Standard:** Driver checks that parking brake will hold vehicle by gently trying to pull forward with parking brake on.

## **PASSENGER EMERGENCY EXITS**

**Description:** Bus doors, roof hatches, or push-out windows used for emergency exits.

**Scoring Standards:** Driver checks that all emergency exit doors, and that they are firmly closed. Also warning buzzer and lights are operating. Check all warning devices.

## **PASSENGER ENTRY/LIFT**

**Description:** Bus door(s) used for normal entry or exit.

**Scoring Standard:** Door correctly opens and locks enclosed; entry steps clear; treads not loose or worn out enough to trip passenger.

- If equipped with a handicap lift, look for leaking, damaged, or missing parts and explains how lift should be checked for correct operation. Lift must be fully retracted and latched securely. Lights checked.

## **PASSENGER SEATING**

**Description:** Passenger seats.

**Scoring Standard:** No broken seat frames; seats firmly attached to floor.

## **PINTLE HOOKS ASSEMBLY (Truck/Trailer)**

**Description:** Coupling System between truck and trailer

**Scoring Standard:** With trailer hooked to truck, driver will check all connections, safety devices and electrical or air connections.

## **PLATFORM (Fifth Wheel)**

**Description:** Mounting holding the fifth wheel skid plate and locking jaws mechanism.

**Scoring Standard:** No cracks or breaks in the platform structure.

## **POWER STEERING FLUID**

**Description:** Hydraulic fluid for assisting steering wheel action to front wheels.

**Scoring Standard:** With the engine stopped, driver pulls out the dip stick and sees where the fluid level is relative to the refill mark. Level must be above refill mark.

---

## *Vehicle Inspection Test*

### **RELEASE ARM**

**Description:** Releases fifth wheel locking jaws so that trailer can be uncoupled.

**Scoring Standard:** Driver checks that release arm is in the engaged position, and any safety latch is in place.

### **RIMS**

**Description:** Retain tires on wheels.

**Scoring Standard:** Driver checks for damaged or bent rims; rims would not have welding repairs; no rust trails that indicate that rim is loose on wheel.

### **SAFETY BELT / EMERGENCY EQUIPMENT, F. E. T. (Fuses, Extinguisher and Triangles)**

**Description:** Equipment for use during a breakdown, or at an accident scene.

**Scoring Standard:** Driver checks for electrical fuses (if used); 3 red reflective triangles; properly charged and rated fire extinguisher. Check for proper secured, mounted, and adjusted safety belt. (Buses check for First Aid Kit)

### **SAFETY LATCH / LOCKING JAWS**

**Description:** Locks locking jaws closed.

**Scoring Standard:** Checks that fifth wheel locking jaws are securely locked and that the safety latch is engaged.

### **SHOCK ABSORBER**

**Description:** Tubular suspension part which provides a smooth ride.

**Scoring Standard:** No cracks or leaks, or missing and broken mounting bolts.

### **SIGNAL AND BRAKE LIGHTS**

**Description:** Brake lights, rear signal lights, and four-way flashers.

**Scoring Standard:** Driver checks that both brake lights come on when brakes applied; checks that each signal light flashes; and checks that four-way flashers work.

## **SLACK ADJUSTOR**

**Description:** Linkage from brake chamber to brake shoe to activate brakes.

**Scoring Standard:** Driver checks for broken, loose, or missing parts; between push rod and adjuster arm should be a little over 90 degrees when brakes are applied. When pulled by hand, brake rod should not move more than approximately 1 inch.

## **SPACERS/SPACE**

**Description:** Axle collar between dual wheels to keep wheels evenly separated.

**Scoring Standard:** Driver checks that dual wheels are evenly separated, and that tires are not touching one another. Look for any debris between tires.

## **SPLASH GUARDS/MUD FLAPS**

**Description:** Devices used to prevent road materials from being thrown by vehicle tires.

**Scoring Standard:** If equipped, checks that splash guards or mud flaps are not damaged and mounted securely.

## **SPRING/AIR**

**Description:** Leaf or coil springs to dampen wheel vibration forces created by rolling over road surface. Steel bar, or air bag that acts as a spring in place of leaf or coil springs.

**Scoring Standard:** Driver looks for broken leaves, leaves that have shifted and are in, or nearly in, contact with the tires, rim, brake drum, frame or body; missing or broken leaves in the leaf spring. For coil spring, driver looks for broken or destroyed spring. If vehicle is equipped with torsion bars, torque arms, or other types of suspension components, checks that they are not damaged and are mounted securely.

## **SPRING MOUNT**

**Description:** All brackets, bolts, and bushings used for attaching spring to axle and vehicle frame.

**Scoring Standard:** Driver checks for cracked or broken spring hangers; broken, missing, or loose bolts; missing or damaged bushings; broken, loose, or missing axle mounting part.

## **STEERING BOX SECURE/HOSES**

**Description:** Container for mechanism that transforms steering column action into wheel turning action.

**Scoring Standard:** Driver looks for missing nuts, bolts, cotter keys, etc., power steering fluid leaks; damage to power steering hose.

## **STEERING LINKAGE**

**Description:** Transmits steering action from steering box to wheel.

**Scoring Standard:** Connecting links, arms, rods not worn or cracked; joints and sockets not worn or loose; no loose or missing nuts or bolts.

## **STEERING PLAY**

**Description:** Procedure to check for excessive looseness in the steering linkages.

**Scoring Standard:** Non-power steering: driver works steering wheel back, and forth should have less than 5-10 degrees free play (approximately 2 inches at the rim of a 20 inch steering wheel). Power steering: with engine running driver works steering wheel from left to right and notes degree of free play that occurs before front left wheel barely moves, should be less than 5-10 degrees.

## **STOP ARM**

**Description:** Stop arm and lights on school buses that operate when student pick-up lights are activated.

**Scoring Standard:** If equipped, check the stop arm to see that it is mounted securely to the frame of the vehicle.

Checks for loose fittings and damage.

Checks that stop arm extends fully when operated.

Checks that stop arm lights are operational.

## **STUDENT LIGHTS**

**Description:** Strobe light, alternately flashing amber light and alternately flashing red lights on school buses.

**Scoring Standard:** Checks the strobe light or alternately flashing amber lights (if equipped) are operational and are not broken. Checks that alternately flashing red lights are operational and are not broken.

## **TANDEM RELEASE (Arm and Locking Pins)**

**Description:** Siding mechanism and locking pins for sliding tandem axles on trailers.

**Scoring Standard:** If equipped, make sure the locking pins are locked in place and release arm is secured.

## **TEMPERATURE GAUGE**

**Description:** Measures water temperature in engine cooling system.

**Scoring Standard:** Makes sure temperature gauge is working.

Temperature should begin to climb to the normal operating range or temperature light should be off.

## **TIRES I.C.D. (INFLATION, CONDITION AND DEPTH)**

**Description:** Road wheel tires.

**Scoring Standard:** Driver checks tread depth (see note); tire inflation; tire condition; tread evenly worn; looks for cuts or other damage to the tread walls; valve caps and stem are not missing, broken or damaged; retread not separating from tire (no retreads on front wheels).

**NOTE:** Minimum tread depth is 4/32 inch on front tires, and 2/32 inch on other tires.

## **WATER PUMP**

**Description:** Provide circulation of coolant within the engine.

**Scoring Standard:** With engine off, driver points to or touches water pump. Checks for securement or leakage.

## **WINDSHIELD**

**Description:** Windshield

**Scoring Standard:** Driver checks for cracks, dirt, and illegal stickers or other obstructions to view.

## **WIPERS/WASHERS**

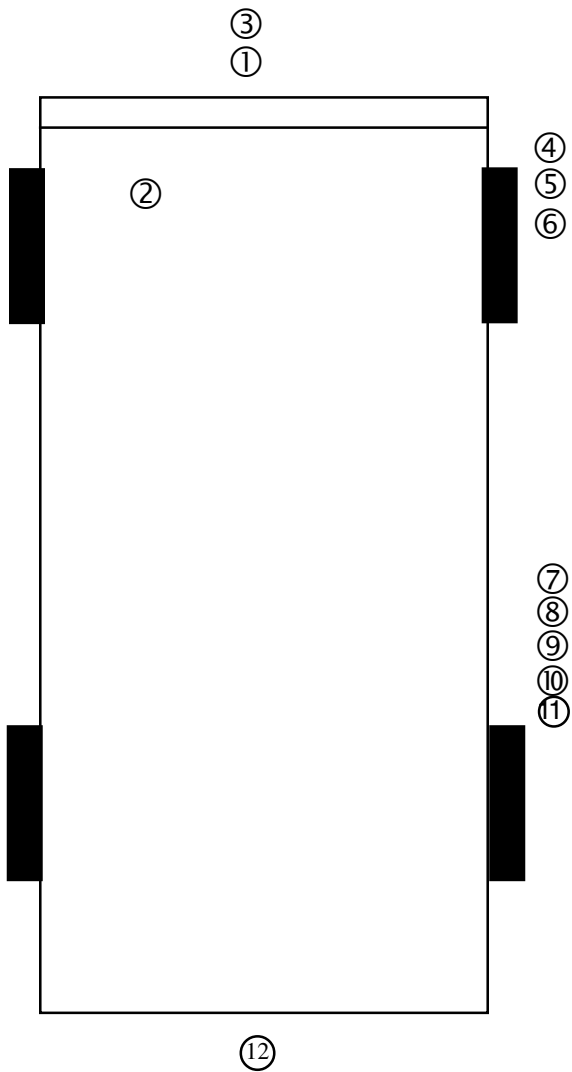
**Description:** Windshield Wipers.

**Scoring Standard:** Driver checks for worn rubber on blades; blades secure on wiper arm; and that wipers work. If equipped, check for windshield washer fluid and that windshield washers operate correctly.





**SUGGESTED INSPECTION ROUTINE:  
BUS**



**INSPECTION  
ROUTINES**

**Bus**

1. Engine Compartment Checks
2. Engine Start: (In-Cab Check)
3. Front of Bus
4. Front Suspension
5. Front Brake Assembly
6. Front Wheel Assembly
7. Fuel Tank Area
8. Under Vehicle
9. Rear Suspension
10. Rear Brake Assembly
11. Rear Wheel Assembly
12. Rear of Bus

**INSPECTION ITEMS  
BUS**

**1. ENGINE COMPARTMENT**

- A. Oil level
- B. Coolant level
- C. Power steering fluid
- D. Water pump
- E. Alternator / Belt
- F. Air compressor / Belt
- G. Leaks / Hoses

**2. ENGINE START (In-Cab Checks)**

- A. Passenger entry / Lift
- B. Emergency exits
- C. Seating
- D. Safety Belt, Equipment, F.E.T.
- E. Clutch / Gearshift
- F. Oil pressure builds
- G. Ammeter / Voltmeter
- H. Air brake check (4 point)
- I. Steering play
- J. Parking brake / Hydraulic
- K. Mirrors, windshield
- L. Wipers / Washers
- M. Lighting indicators
- N. Horns
- O. Heater / Defroster
- P. Student lights, stop arm
- Q. Coolant Temperature

**3. FRONT OF BUS**

- A. Lights
- B. Steering box / Hoses
- C. Steering linkage

**4. FRONT SUSPENSION**

- A. Springs
- B. Spring mounts
- C. Shock absorber

**5. FRONT BRAKE ASSEMBLY**

- A. Hoses / Lines
- B. Chamber
- C. Slack adjustor
- D. Drum / Linings

**6. FRONT WHEEL ASSEMBLY**

- A. Tire (I.C.D.)
- B. Rim
- C. Lug nuts
- D. Hub oil seal

**7. DRIVER / FUEL TANK AREA**

- A. Door, mirror
- B. Fuel tank secure
- C. Any fuel leaks
- D. Battery Box

**8. UNDER VEHICLE**

- A. Drive shaft
- B. Exhaust system
- C. Frame

**9. REAR SUSPENSION**

- A. Spring air
- B. Spring mounts
- C. Torsion, Shocks

**10. REAR BRAKE ASSEMBLY**

- A. Hoses / Lines
- B. Brake Chamber
- C. Slack adjustor
- D. Drum / Linings

**11. REAR WHEEL ASSEMBLY**

- A. Tires (I.C.D.)
- B. Rims
- C. Lug nuts
- D. Axle seals
- E. Spacers/Budd

**12. REAR OF BUS**

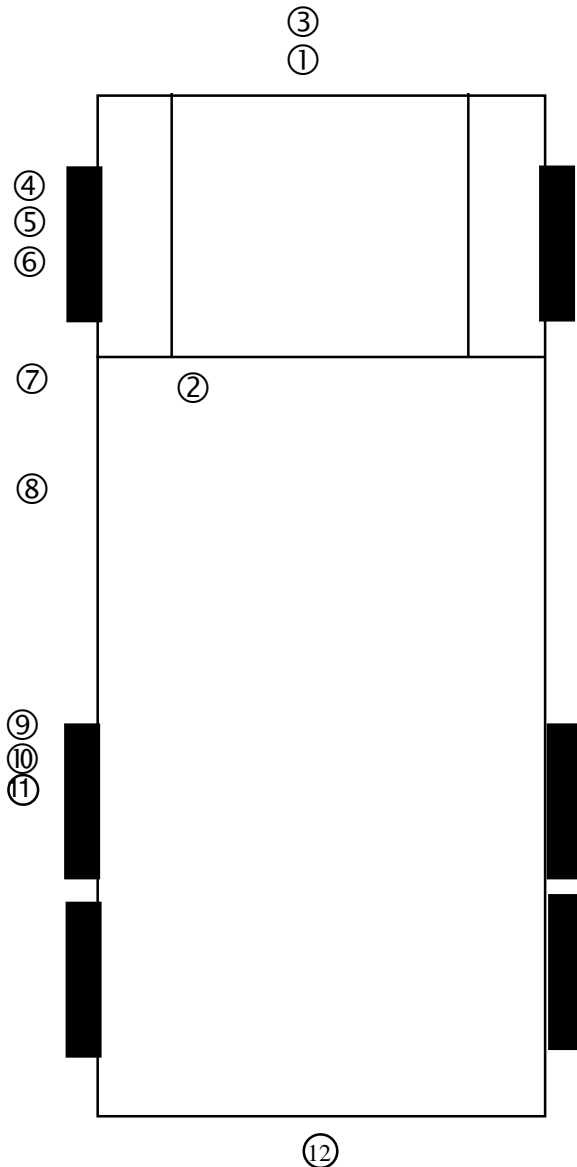
- A. Lights, reflectors
- B. Signal / Brake lights
- C. Splash Guards/Mud flaps

**NOTE:** Inspection items may vary according to your equipment. This is only an example.

**INSPECTION  
ROUTINES**

**SUGGESTED INSPECITON ROUTINE:  
STRAIGHT TRUCK**

**Straight Truck**



1. Engine Compartment Checks
2. Engine Start: (In-Cab Checks)
3. Front of Truck
4. Front of Suspension
5. Front Brake Assembly
6. Front Wheel Assembly
7. Driver / Fuel Area
8. Under Vehicle
9. Rear Suspension (Each Axle Separate)
10. Rear Brake Assembly (Each Axle Separate)
11. Rear Wheel Assembly (Each Axle Separate)
12. Rear of Truck

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## Vehicle Inspection Test

### 1. ENGINE COMPARTMENT

- A. Oil level
- B. Coolant level
- C. Power steering fluid
- D. Water pump
- E. Alternator / Belt
- F. Air compressor / Belt
- G. Leaks / Hoses

### INSPECTION ITEMS

### STRAIGHT TRUCK

### 2. ENGINE START (In-Cab Checks)

- A. Clutch / Gearshift
- B. Oil pressure builds
- C. Ammeter / Voltmeter
- D. Air brake check (4 point)
- E. Steering play
- F. Parking brake / Hydraulic
- G. Mirrors, windshield
- H. Wipers / Washers
- I. Lighting indicators
- J. Horns
- K. Heater / Defroster
- L. Safety Belt, Equipment, F.E.T.
- M. Coolant Temperature

### 3. FRONT OF TRUCK

- A. Lights
- B. Steering box / Hoses
- C. Steering linkage

### 4. FRONT SUSPENSION

- A. Springs
- B. Spring mounts
- C. Shock absorber

### 5. FRONT BRAKE ASSEMBLY

- A. Hoses / Lines
- B. Chamber
- C. Slack adjustor
- D. Drum / Linings

### 6. FRONT WHEEL ASSEMBLY

- A. Tire (I.C.D.)
- B. Rim
- C. Lug nuts
- D. Hub oil seal

### 7. DRIVER / FUEL TANK AREA

- A. Door, mirror
- B. Fuel tank secure
- C. Any fuel leaks
- D. Battery Box

### 8. UNDER VEHICLE

- A. Drive shaft
- B. Exhaust system
- C. Frame

### 9. REAR SUSPENSION (Each axle separate)

- A. Spring air / Torque
- B. Spring mounts
- C. Torsion, Shocks

### 10. REAR BRAKE ASSEMBLY (Each axle separate)

- A. Hoses / Lines
- B. Brake Chamber
- C. Slack adjustor
- D. Drum / Linings

### 11. REAR WHEEL ASSEMBLY (Each axle separate)

- A. Tires (I.C.D.)
- B. Rims
- C. Lug nuts
- D. Axle seals
- E. Spacers/Budd

### 12. REAR OF TRUCK

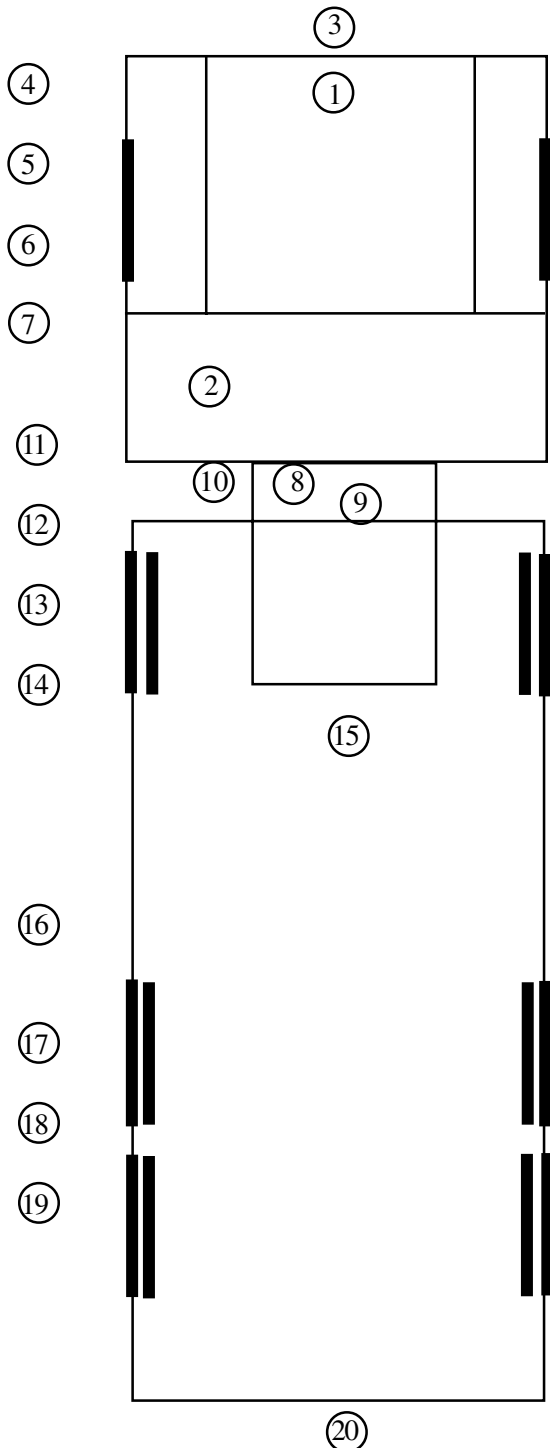
- A. Lights, reflectors
- B. Signal / Brake lights
- C. Splash Guards/Mud flaps
- D. Doors, Ties, Lifts

**NOTE:** Inspection items may vary according to your equipment. This is only an example.

**INSPECTION  
ROUTINES**

**SUGGESTED INSPECTION ROUTINE:  
TRACTOR / TRAILER**

**Tractor / Trailer**



1. Engine Compartment Checks
2. Engine Start (In-Cab Checks)
3. Front of Truck
4. Front Suspension
5. Front Brake Assembly
6. Front Wheel Assembly
7. Driver / Fuel Area
8. Rear of Cab
9. Front of Trailer
10. Under Vehicle
11. Rear Suspension (Tractor)
12. Rear Brake Assembly (Tractor)
13. Rear Wheel Assembly (Tractor)
14. Coupling System
15. Rear of Tractor
16. Side of Trailer
17. Rear Suspension (Each Axle Separate)
18. Rear Brake Assembly (Each Axle Separate)
19. Rear Wheel Assembly (Each Axle Separate)
20. Rear of Trailer

**INSPECTION ITEMS**

**TRACTOR / TRAILER**

**1. ENGINE COMPARTMENT**

- A. Oil level
- B. Coolant level
- C. Power steering fluid
- D. Water pump
- E. Alternator / Belt
- F. Air compressor / Belt/ Gear
- G. Leaks / Hoses

**2. ENGINE START (In-Cab Checks)**

- A. Clutch / Gearshift
- B. Oil pressure builds
- C. Ammeter / Voltmeter
- D. Air brake check (4 point)
- E. Steering play
- F. Parking brake / Hydraulic
- G. Mirrors, windshield
- H. Wipers / Washers
- I. Lighting indicators (L,R4H)
- J. Horns (city/air)
- K. Heater / Defroster
- L. Safety belt / Emergency(F.E.T.)
- M. Coolant Temperature

**3. FRONT OF TRUCK**

- A. Lights
- B. Steering box / Hoses
- C. Steering linkage

**4. FRONT SUSPENSION**

- A. Springs - Air
- B. Spring mounts
- C. Shock absorber

**5. FRONT BRAKE ASSEMBLY**

- A. Hoses / Lines
- B. Chamber
- C. Slack adjustor
- D. Drum / Linings/Rotor

**6. FRONT WHEEL ASSEMBLY**

- A. Tire (I.C.D.)
- B. Rim
- C. Lug nuts
- D. Hub oil seal

**7. DRIVER/FUEL AREA**

- A. Door, mirror
- B. Fuel tank secure / Leaks
- C. Battery / Box

**8. REAR OF CAB**

- A. Air / Electric Lines
- B. Catwalk
- C. Lights/Reflectors

**9. FRONT OF TRAILER**

- A. Air / Electric connect
- B. Header board
- C. Lights / Reflectors

**10. UNDER VEHICLE**

- A. Drive shaft
- B. Exhaust system
- C. Frame

**11. REAR SUSPENSION  
(Each axle separate)**

- A. Spring/Air/Torsion
- B. Spring mounts
- C. Shocks

**12. REAR BRAKE ASSEMBLY  
(Each axle separate)**

- A. Hoses/ Lines
- B. Chamber
- C. Slack adjustor
- D. Drum / Linings

**13. REAR WHEEL ASSEMBLY  
(Each axle separate)**

- A. Tires
- B. Rims
- C. Lug nuts
- D. Axle seals
- E. Spacers/Budd

**14. COUPLING SYSTEM**

- A. Mounting bolts
- B. Safety latch / Locking jaws
- C. Platform
- D. Release arm
- E. Kingpin / Apron / Gap
- F. Locking pins

**15. REAR OF TRUCK**

- A. Lights, reflectors

**16. SIDE OF TRAILER**

- A. Landing gear
- B. Lights, reflectors
- C. Doors, Ties, Lifts
- D. Frame, Tandem release

**17. REAR SUSPENSION  
(Each axle separate)**

- A. Springs - Air / Torque
- B. Spring mounts

**18. REAR BRAKE ASSEMBLY  
(Each axle separate)**

- A. Hoses/Lines
- B. Brake Chamber
- C. Slack adjustor
- D. Drum/Linings

**19. REAR WHEEL ASSEMBLY  
(Each axle separate)**

- A. Tires (I.C.D.)
- B. Rims
- C. Lug nuts
- D. Axle seals
- E. Spacers/Budd

**20. REAR OF TRAILER**

- A. Lights, reflectors
- B. Doors, Ties, Lifts
- C. Splash guards/Mud flaps

NOTE: Inspection items may vary according to your equipment. This is only an example.

# Section 2

## *Control Skills Test*

### **PURPOSE OF THE BASIC CONTROL SKILLS TEST**

The purpose of the basic control skills test is to evaluate your driving skills. It is a test of your ability to handle your vehicle safely. The test consists of various exercises to be completed in an area marked out by traffic cones and boundary lines. The exercises will include the following kinds of maneuvers:

- Forward Stop / Straight Line Backing
- Alley Dock
- Backward Serpentine
- Parallel Park (Conventional)

The examiner will explain the rules for each maneuver. You will be scored on your ability to perform each exercise.

---

### **GENERAL INSTRUCTIONS**

#### **DRIVER INSTRUCTIONS:**

This test consists of a series of basic control exercises. **Do Not** go over any exercise lines or hit any of the cones. Remember it is better to do a pullup than to go over a boundary. The foot of each cone or marker marks the exercise boundary, so if any part of the vehicle goes over the boundary line you will be asked to pull forward before completing the exercise. I will give you directions for each exercise as we come to it. When you complete each exercise, set your parking brake and sound your horn to let me know you are done.

Normally when you operate alone, before backing you would be required to put on your parking brake, leave the vehicle, and walk to the rear to check that it's safe. For the test, I won't require you to do this. Stay in your vehicle until exercise is completed. If you see me raise my arm like this (raise arm straight up, palm out), stop the vehicle.

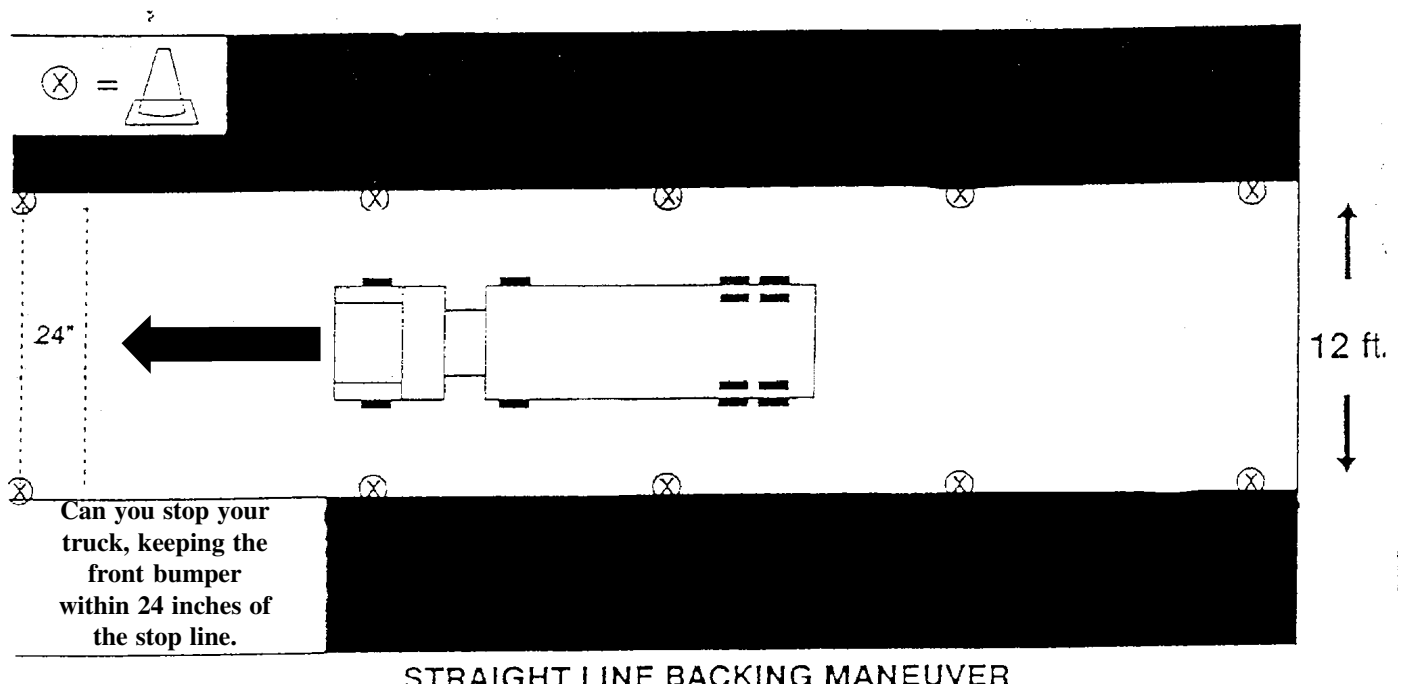
This exercise has two parts. First, the driver is to pull forward through the alley and stop as close as possible to the stop line at the end. Second, the driver is to back down and out of the alley, without touching the boundaries of the alley.



**FORWARD STOP /  
STRAIGHT LINE  
BACKING**

**DRIVER INSTRUCTIONS: (Forward Stop)**

This is what the examiner will tell you to do: "Drive through the alley and try to stop with your front bumper as close as possible to the line at the end of the alley without going past the line. You may stop only once. (Don't pull ahead once you've stopped.) Don't lean out of the window or open the door to see better. When I get to the end of the alley, I'll wave you forward."



**FORWARD STOP MANEUVER**

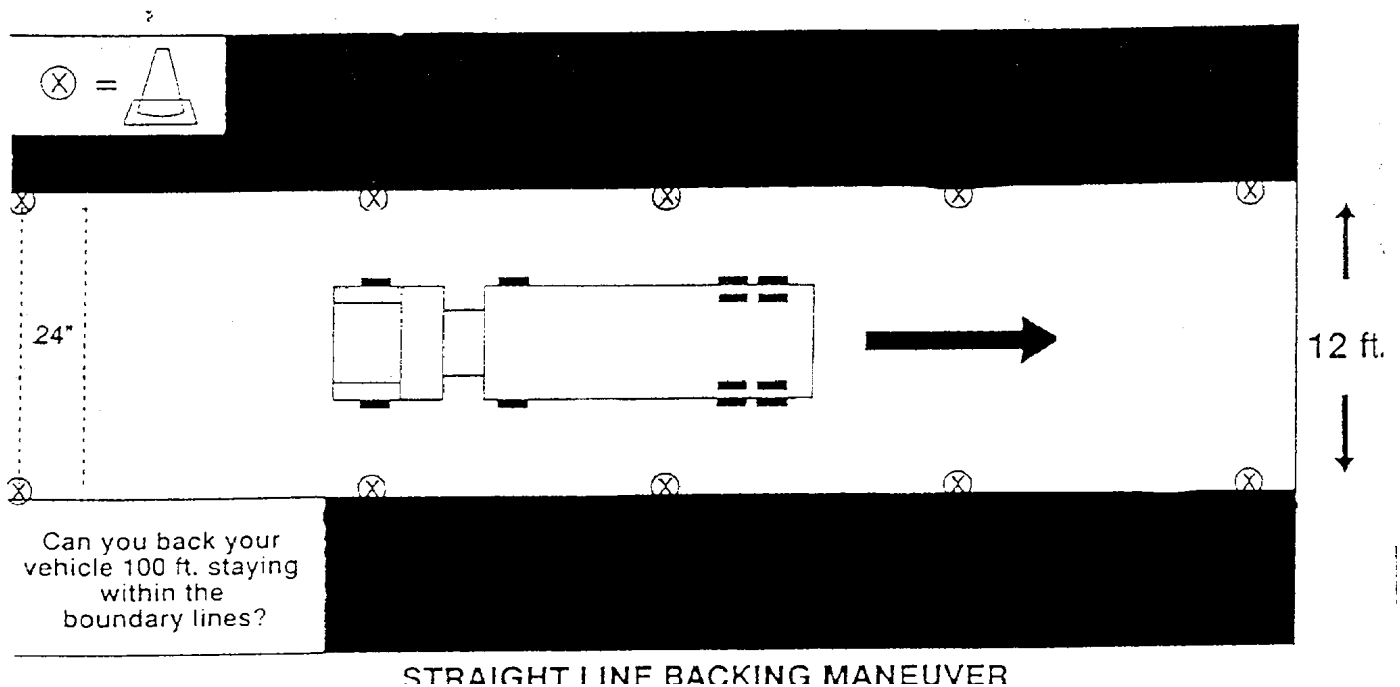
After you have stopped, the examiner will measure the distance between the bumper and the stop line, and record your score.

If your front bumper is not within 24 inches from the stop line, it will be scored as an error. If you cross the stop line, it will also be scored as an error.

**FORWARD STOP /  
STRAIGHT LINE  
BACKING**

**DRIVER INSTRUCTIONS: (Straight Line Backing)**

This is what the examiner will tell you to do: "Drive straight forward until the rear of your vehicle is about even with the stop line. I'll signal when you should stop. Then I'll wave you back. When I do, back down the alley. Try not to touch either side of the alley with any part of your vehicle. Stop with your front bumper about even with the end of the alley."



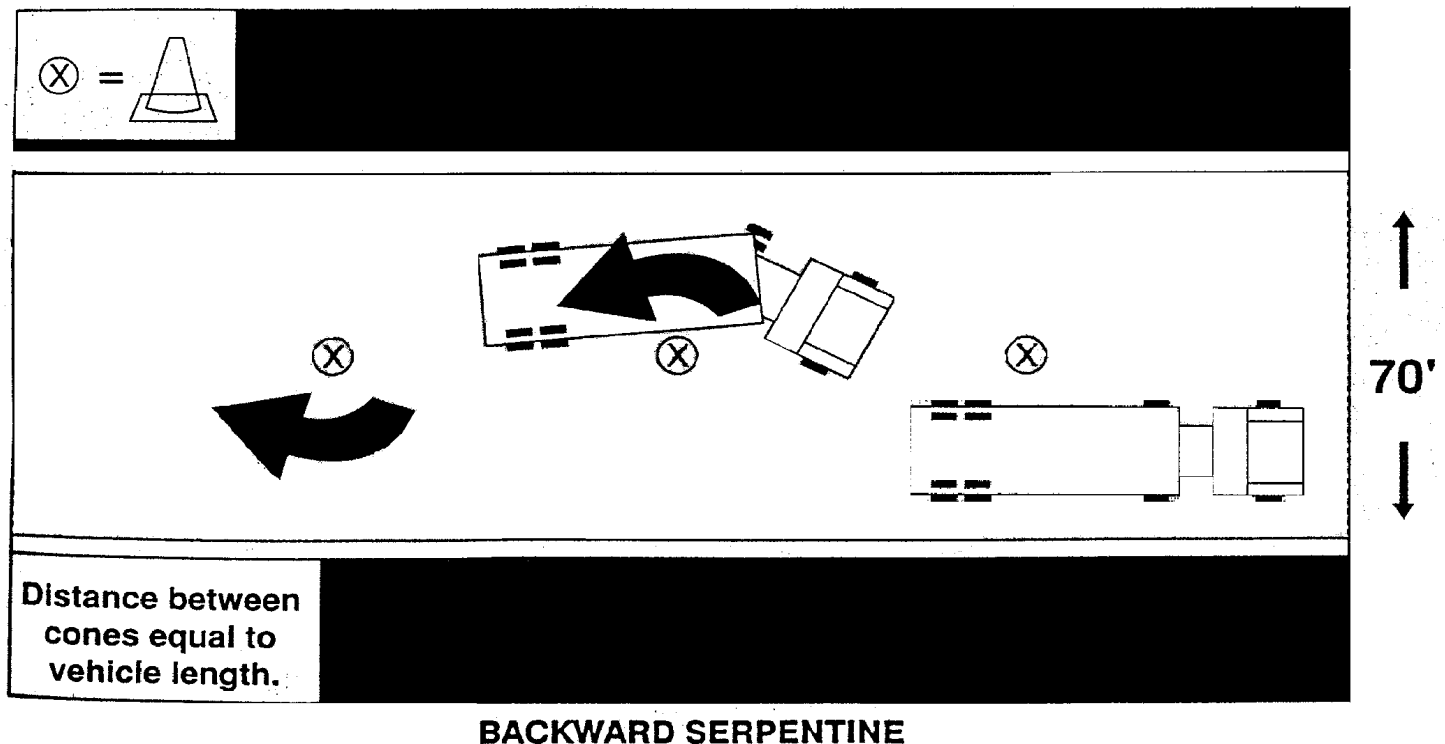
The examiner will check to see if you touch or cross the boundary lines. If you do touch or cross any lines it will be scored as an error. If you stop and do any pullups it will also be scored as an error.

## Basic Control Skills Test

The serpentine is a row of three cones. Set-up by pulling along the right side of the three cones and pull forward so that your vehicle is past the 3rd cone. Once you are set-up you are to back around the three cones in a serpentine manner without striking any cones or crossing any boundary lines.

### DRIVER INSTRUCTIONS:

This is what the examiner will tell you to do: "I will adjust the distance between the cones for your vehicle. When I wave you forward, drive along the right side of this row of three cones. Stop when you get past the third cone. Then back up in a serpentine as shown in this diagram until you back past the first cone. Try not to touch any cones or let any part of your vehicle pass over the cones as you back through. Also you must keep your vehicle within the boundary lines".



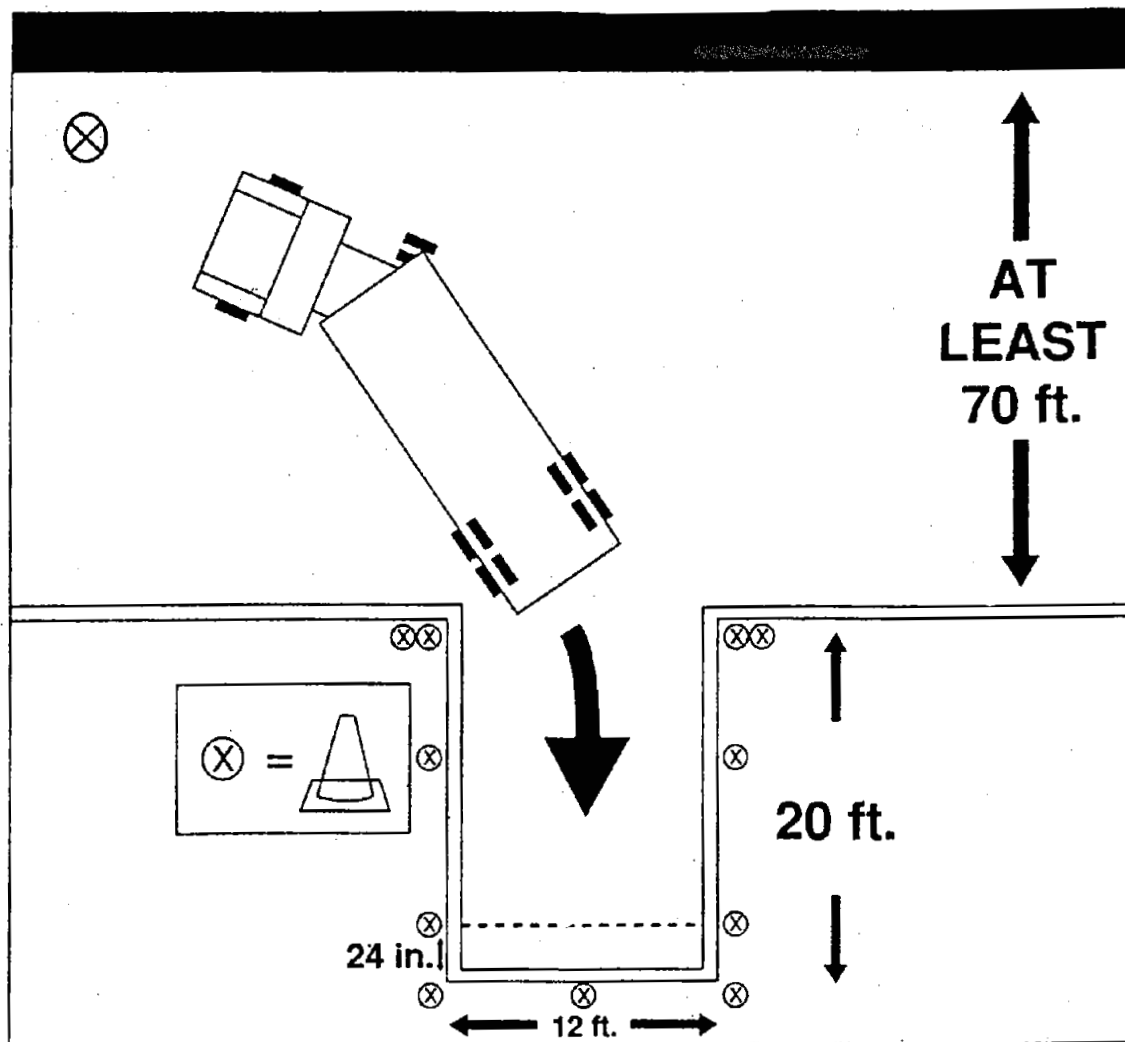
As you back through the serpentine the examiner will score an error each time you touch a cone, and each time you make any pullups.

**ALLEY DOCK**

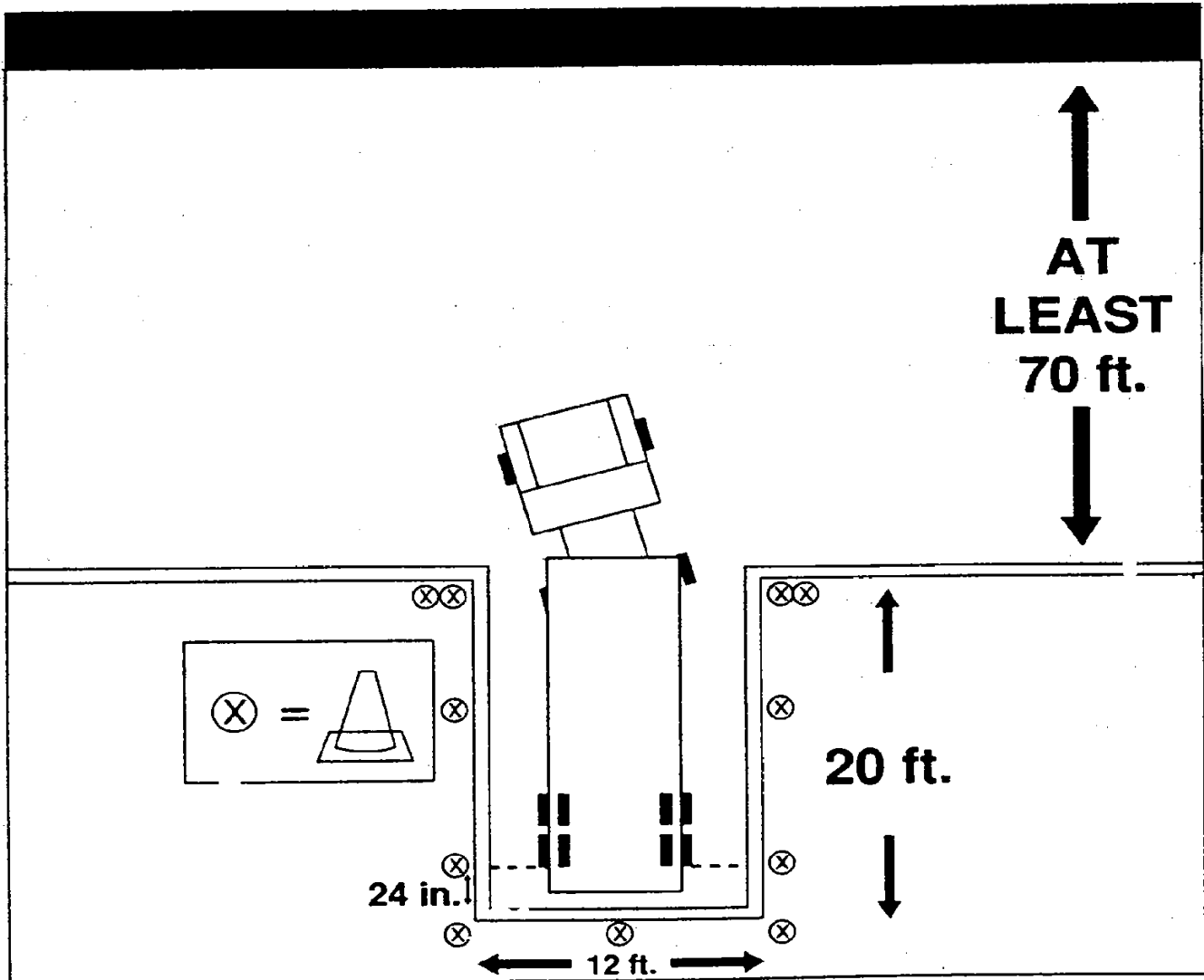
The exercise requires you to drive by the alley so the entrance is on your left side. The object is to back into the alley dock without touching any markers or boundary lines. The driver will try to back into the alley dock and stop within two feet of the rear of the alley.

**DRIVER INSTRUCTIONS:**

This is what the examiner will tell you to do: "Drive by the entrance to the alley; then stop and back into it. (Driver is not allowed to set up at more than a 45 degree angle). Try not to cross over any of the boundary lines of the alley. I will go over and stand at the entrance to the alley. When I wave you forward, come ahead, and back into the alley. Toot your horn when you are in position."

**ALLEY DOCK MANEUVER**

ALLEY DOCK



ALLEY DOCK MANEUVER

As you start backing in, the examiner will watch for any pullups or boundary lines being crossed. When you stop at the end of the exercise, the distance between the rear of your vehicle and the stop line will be graded. Your rear bumper should be within 24 inches of the stop line. An error will be scored against you anytime you make a pullup, cross a boundary line, or do not have the rear of your vehicle within 24 inches of the rear stop line.

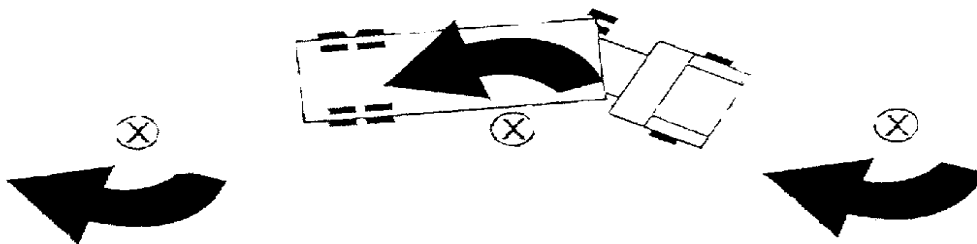
**Parallel Park  
(Conventional)**

In this maneuver, the parking space is on the right side of your truck. The exercise simulates parking your vehicle in a parking space on a street. The space will be 10 feet longer than your trailer length. Tractor trailers will only be backing the trailer into the space. Straight trucks and buses will back the whole vehicle into the space. (Vehicle length plus 10 feet)

**DRIVER INSTRUCTIONS:**

This is what the examiner will tell you to do: (For a straight truck or bus) "Drive by the parking space and back into it. Try to get your vehicle as close as possible to the rear and to the curb of the space without crossing the lines or hitting the cones. Try to get your vehicle completely into the space. I am going over to the space to adjust it for the length of your vehicle. When I wave you forward, come ahead and then back into the space."

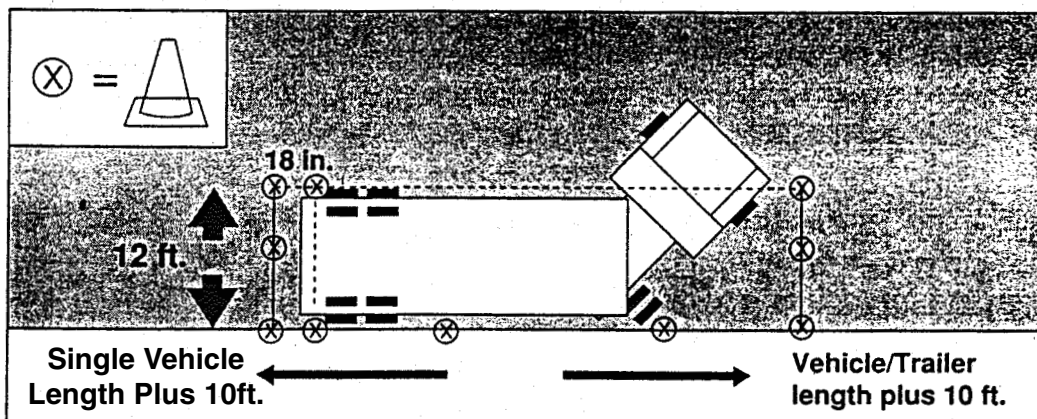
(For a tractor-trailer) "Drive by the parking space and back the trailer into it. You only have to get the trailer into the space. You can jackknife the tractor at any angle you want so long as you get the trailer into the space. Try to get your trailer as close as possible to the rear and the curb of the space without any part of your vehicle crossing the lines or hitting the cones. Try to get the trailer completely in the space. I am going over to the space to adjust it for the length of your trailer. When I wave you forward, come ahead and then back into the space."



Single Vehicle

Distance between  
cones equal to  
vehicle length.

**Parallel Park  
(Conventional)**



**PARALLEL PARK (Conventional)**

After you set-up and start backing, the examiner will score an error each time for a pullup, and crossing any boundary lines. You will also be scored an error after you have completed the exercise for not having the trailer/vehicle inside the parallel park and if you do not have the rear of your vehicle within 18 inches of the rear stop line.

**SCORING  
STANDARDS**

The Basic Control Skills Test consists of 4 different exercises.

- Straight Line Backing
- Alley Dock
- Conventional parallel park
- Backward serpentine

Remember, errors are pull-ups, crossing lines or hitting cones (encroachments), not having vehicle in rear of dock, stop lines, clearance on right turn, etc. If you go over 12 points for all 4 maneuvers combined; you have failed.



# Section 3

## *Road Test*

### **Purpose of the Road Test**

The purpose of the road test is to evaluate your ability to drive safely in on-the-road traffic situations. The test drive is taken over a route specified by the examiner. It may include left and right turns, intersections, railway crossings, curves, up and down grades, rural or semi-rural roads, city multi-lane streets, and express-way driving. You will need to take the road test in the type of vehicle for which you intend to be licensed for. Since safety is of the highest priority, if you do not obey a traffic law or if you cause an accident during the test, you will automatically fail the road test.

---

### **DRIVER INSTRUCTIONS:**

### **General Instructions**

This is what the examiner will tell you to do; “During the road test, I will give you directions as we go along. I will always give directions for turns and so on as far in advance as possible.” “Along the way I will point out a location, and ask you to pretend it is the top of a steep hill that you will be going down. I will ask you to go through the motions of what you would do if it were a real hill, and at the same time tell me what you are doing as you do it. The fact that there is this pretend hill, doesn’t mean that there are no real hills on the route we’ll take”.

Additional instructions for Bus and Hazmat endorsements.

“I will also point out another location, and ask you to pretend it is a railroad crossing. I will ask you to go through the motions of what you would do if it was a real railroad crossing, and at the same time tell me what you are doing as you do it. There will be no trick directions to get you to do something illegal or unsafe. As we go along, I will be making various marks on the test form. When you see this, it doesn’t necessarily mean you have done anything wrong. It is best for you to concentrate on driving, and not worry about what I am doing”.

**GROUND FOR  
IMMEDIATE  
FAILURE (GFIF)**

The Grounds for Immediate Failure (GFIF) deals with serious errors. Whenever an error of this type occurs, the test is stopped. Errors which will be grounds for immediate failure are listed below:

1. Commit a moving traffic violation or disobeyed signs and signals.
2. Having an avoidable accident or incident.
3. Any dangerous action or unsafe behavior.
4. Driving vehicle over sidewalks or curbs.
5. Refused to wear seat belt.
6. Other.

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## *Road Test*

### **ROAD TEST PROCEDURES**

The Road Test is taken over a route specified by the examiner. As you are driving, you must follow instructions given by the examiner and concentrate on what you are doing. The examiner will score specific tasks such as turns, merging into traffic, lane changes, and speed control, at specific places along the route. The examiner will also score whether you correctly do tasks such as signaling, searching for hazards, controlling speed, and lane positioning.

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The Road Test route is planned so that certain maneuvers are scored only at selected locations on the route. The examiner will not grade against you for a maneuver that is performed improperly if it occurs at a location other than the pre-selected location. There is one exception: an error that is grounds for “Immediate Failure” will be scored anywhere along the test route.

### **SCORING STANDARDS**

#### **EXPRESSWAY**

##### **Merge On**

Traffic check,  
Signal, Spacing, No stop

##### **Lane Changes (1 ea. left 1 ea. right)**

Traffic check, signal, spacing, smooth lane change, cancel signal.

##### **Exit**

Traffic check, signal, smooth merge to exit lane, decelerate in exit lane, ramp speed, spacing, cancel signal.

#### **DRIVE UP GRADE**

Proper gear, keep right, 4-ways if slow, traffic checks.

#### **DRIVE DOWN GRADE**

In proper gear, brake, clutch, steady speed, traffic checks.

#### **BRIDGE / UNDERPASS**

Knows weight / clearance

**SCORING  
STANDARDS**

**CURVE**

Speed: enter, through, stay in lane, traffic checks.

**START / STOP ON GRADE**

**Approach**

Traffic check, signal on, correct lane, deceleration, not coast.

**Stop**

Parallel, not roll, signal off/4-ways on, parking brake on.

**Resume**

Traffic check, 4-ways off, signal, parking brake released, not stall engine, traffic check, accelerate.

**URBAN / RURAL SECTIONS**

Regular traffic checks, selects proper lane, keeps vehicle in lane, speed, following distance.

**Lane Changes (1ea. left / 1ea. right.)**

Traffic check, signal, space, smooth change.

**INTERSECTIONS**

**Stopping**

Traffic check, declaration, coast, gap, stop line, full stop.

**Driving Through**

Traffic check, yield, lane, gear, accelerate.

**TURNS (4 left / 4 right)**

**Approach**

Traffic check, signal, decelerate, coast, lane positioning.

**If Stop Is Necessary**

Gap, stop line, full stop, wheels straight.

**Turning**

Traffic check, both hands on wheel, gears, speed, too wide / too short.

**Complete Turn**

Traffic check, correct lane, cancel signal, accelerate.

**GENERAL DRIVING BEHAVIOR**

**SCORING  
STANDARDS**

- Used clutch properly (shifting, double clutched, didn't ride).
  - Used gears properly (did not rev/lug engine, clash gears, or coast).
  - Used brakes properly (smooth braking, no riding or pumping).
  - Proper steering (both hands on wheel, no over/under control).
  - Proper lane usage (not over lanes, stop lines, etc., correct lane).
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You are scored on your ability to drive safely. For each driving error you make at a specific scoring location, points will be deducted.

**ROAD TEST  
SCORING**

**Scoring Example**

Curve:  
Speed Enter, Through,  
Stay in Lane ..... Ø = 1 point off  
Traffic Checks ..... Ø = 1 point off  
No Errors .....

Total	<u>2 points off</u>
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This example would indicate that the examinee did not stay in his lane going through a graded curve. The example also states that the examinee did not watch his mirrors through the curve.

You are allowed to miss 25 points maximum. Anything over 25 points means you have failed the road test.



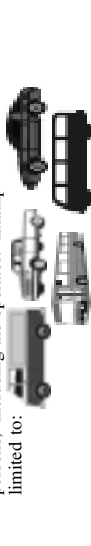
**TO MAKE AN APPOINTMENT FOR A SKILLS TEST, PLEASE OBTAIN  
A LISTING OF THE CDL THIRD PARTY TEST SITES AT ANY INDIANA  
LICENSE BRANCH.**

CDL CLASSIFICATION SYSTEM

CDL OFFICE & CDL HELP DESK  
INDIANA DEPARTMENT OF REVENUE  
5252 DECATUR BLVD., STE. R  
INDIANAPOLIS, INDIANA 46214

To: ALL HOLDERS OF CHAUFFEUR'S OR PUBLIC PASSENGER CHAUFFEUR'S LICENSES

The Commercial Motor Vehicle Safety Act of 1986 required all states to adopt a classified driving licensing system which allows for the licensing of commercial motor vehicle operators. The Act defines a commercial motor vehicle as: (1) having a gross vehicle weight rating (GVWR) of at least 26,001 lbs.; (2) vehicle designed to transport 16 or more passengers including the driver; or (3) any size vehicle carrying hazardous materials which requires placarding.

GROUP:	DESCRIPTION:
A-	Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. (Holders of a Group A license may, with any appropriate endorsements, operate all vehicles within Group B and C.) Examples include but are not limited to: 
B-	Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR. (Holders of a Group B license may, with any appropriate endorsements, operate all vehicles within Group C.) Examples include but are not limited to: 
C-	Any single vehicle less than 26,001 pounds GVWR, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR. This group applies to vehicles which are placarded for hazardous materials or designed to transport 16 or more persons, including the operator. Examples include but are not limited to: 

The representative vehicle for the skills test must meet the written description for that group. The silhouettes typify, but do not fully cover, the types of vehicles falling within each group.

FEES:

-Four (4) year commercial driver's license .....	\$ 30.00
-Addition of a commercial driver's license endorsement, or removal of a CDL restriction, other than at the time of application .....	\$ 20.00
-Commercial driver's license learner's permit .....	\$ 16.00
-Amendment to a commercial driver's license learner's permit, including the additional or removal or a CDL endorsement or restriction, other than at the time of application .....	\$ 10.00
-Duplicate or amended license .....	\$ 10.00
-Skills and Road Test .....	\$100.00
-Rental fees, if third party is required to provide the vehicle .....	\$ 25.00

UNLIMITED TESTING FOR WRITTEN EXAM:

The written test, general knowledge and endorsements, may be taken once every 24 hours with no charge until the license is issued. **CDL MEDICAL INFORMATION - Please see beginning of CDL Manual, or call (317)615-7335.** A medical examiner's certificate for intrastate or interstate must be presented for CDL upgrades, additional CDL endorsements, duplicate or any kind of amended CDL or CDL Learner's Permit.

COMMERCIAL DRIVERS LICENSE: WAIVERS

FARMERS (and their farm hands in the farmer's vehicle):

- Those operators of a farm vehicle which is
- controlled and operated by a farmer;
  - used to transport either agricultural products, farm machinery, farm supplies or (some combination thereof) to or from a farm;
  - not used in the operation of a common or contractor motor carrier; and
  - used within 150 miles of the person's farm.

FIREFIGHTERS AND OPERATORS OF EMERGENCY EQUIPMENT:

The FHWA believes it not contrary to the public interest to waive operators of firefighting and other emergency equipment from the requirements of the Act. Drivers who operate emergency or fire equipment which is necessary to the preservation of life or property or the execution of emergency governmental functions performed under emergency conditions.

MILITARY PERSONNEL:

All non-civilian operators of equipment owned or operated by the Department of Defense are waived from the Act's requirements. This applies to any active duty military personnel, and members of the reserves and national guard on active duty including personnel on full time national guard duty.

RECREATIONAL VEHICLES:

- Operators of a motor vehicle that:
- is registered as a recreational vehicle;
  - is used primarily to transport the owner's family members or guests and their possessions for nonbusiness purposes.

OBTAINING A COMMERCIAL DRIVER'S LICENSE

In order to obtain a commercial driver's license the applicant must:

1. Produce his/her current driver's license.
2. Any one of the following documents can be used to verify your Social Security number:
  1. Your social security card.
  2. A NUMI Report stamped and issued from the Social Security Administration (SSA) office in Baltimore, Maryland.
  3. Verification of Social Security Number Letter signed and stamped from an **Indiana** SSA District Office.
3. Present proof of a current physical examination.
4. Complete all necessary written and driving tests. Waiving of the driving tests ended on March 31, 1992. All drivers issued a commercial driver's license after that date must complete the driving skills tests.

GRANDFATHERING ENDED MARCH 31, 1992.

**BE SURE TO READ THE CDL SKILLS TEST SECTION OF THE MANUAL. If you fail the CDL Skills or Road Test, you will be required to pay the entire fee to retest.**

**For Additional Information or Assistance:**

**Indiana Department of Revenue**

Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, IN 46241  
(317) 615-7200

**Indiana State Police**

Commercial Vehicle Enforcement Division  
5252 Decatur Blvd., Suite J  
Indianapolis, IN 46241  
(317) 615-7373  
1-800-523-2226  
Fax: (317) 821-2350  
Website: [www.state.in.us/isp/cmv](http://www.state.in.us/isp/cmv)

**Federal Office of Motor Carriers**

(Federal Dept. of Transportation)  
575 N. Pennsylvania, Suite 261  
Indianapolis, IN 46204  
(317) 226-7474  
Fax: (317) 226-5006

**Intrastate Carrier Services**

Indiana USDOT (317) 615-7350  
Superload Permits (317) 615-7325  
Motor Carrier Fuel Tax (317) 615-7345  
Indiana Operating Authority (317) 615-7290  
Oversize/Overweight Vehicle Permitting (317) 615-7320

**Interstate Carrier Services**

IRP (317) 615-7340  
IFTA (317) 615-7345  
SSRS (317) 615-7350  
Superload Permits (317) 615-7325  
Commercial Driver's License (317) 615-7335  
Oversize/Overweight Vehicle Permitting (317) 615-7320

**Fax Numbers**

IRP/IFTA (317) 821-2335  
Insurance (317) 821-2339  
Commercial Driver's License (317) 821-2340  
Oversize/Overweight/Superload (317) 821-2336

**TaxFax:** (317) 233-2329

**Website Address:** [www.in.gov/](http://www.in.gov/)